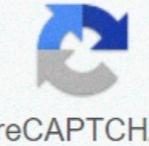
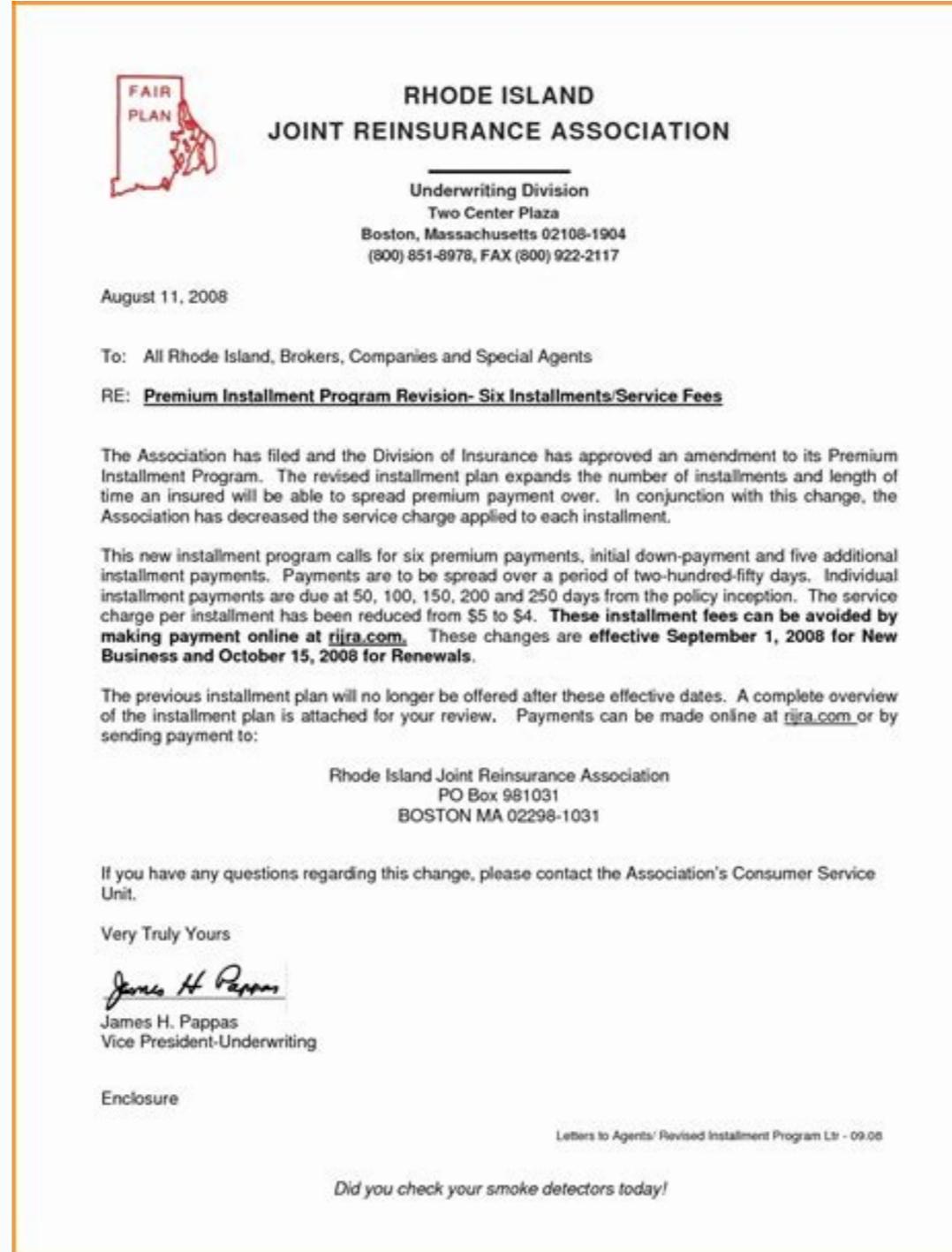


I'm not a robot   
reCAPTCHA

**I'm not a robot!**

## Formal letter format cc enclosure

### How to format a business letter with cc and enclosures. Formal and informal letter closings.



### Example of letter with cc and enclosure.

This is feasible with a formal typed letter by putting a carbon copy notation at the conclusion of your message. Type the symbol CC followed by a colon after your enclosing section. Then, give the name of the person to whom you're writing the letter. Finally, type the address of the recipient on the other side of the paper. Here's an example: "Dear John, Joe and Sara: Thank you for your letters. I'm sorry I can't meet with you this time but have agreed to join your group. Please send me your new address so that I may send my check to you." Here, the original letter is to three people—so it has been deemed appropriate to copy it into another document, which is then sent to them. It is also acceptable to use carbon copies when sending e-mails.

However, there's no need to include the word "carbon" in the e-mail subject line or in the e-mail text itself. When using carbon copies in e-mails, each recipient receives their own separate copy of the email; therefore, no additional charge will be applied to your account. Finally, when you write back to someone who has sent you an email, it is acceptable to reply to all recipients. Therefore, instead of writing separate emails to each person, you can reply to all of them with just one message. The "cc" mark is eye-catching, falling just below the "enclosure" designation if one exists. Put it after the following line and follow it with "cc:" and one space. Then enter the name of the recipient of a copy of the letter. Each subsequent "cc" should have a separate message. Here are some examples: John Doe C/O My Company, 123 Main Street, Anytown, MI 48109 Dear John Doe: I want you to know that as of today, all sales representatives are required to make their own travel arrangements for meetings and events. Please do not send me itineraries or conference calls two weeks in advance. I will be back to provide the details when they're available. Sincerely, [Signature] User Name [Email Address] [Phone Number] [Fax Number] [Address] [City, State, Zip Code] [Phone Number] [Fax Number] [Address] [City, State, Zip Code]

This is common in business letters where each person is considered equal, even if they're from different departments or locations. You can also use subject lines to catch people's attention. The carbon copy way of addressing more persons is the recommended approach for business communication, according to "The Encyclopedia of Business Letters, Faxes, and E-Mail." It is simple to add "CC" at the end of a letter. Press the "Enter" key twice to insert two spaces between the letter's signature line and the "CC" line. Type the name(s) or address(es) you want copied and press the "Enter" key again. You can also use different software programs to generate duplicates with different names or addresses. For all letters, Microsoft Word has a similar feature called "Duplicate Document With Changes". These features allow you to specify what should be changed in the copies (such as new letterhead or specific words highlighted) and how they should be named or addressed. It is not necessary to send copies of all letters written by your company. Only send copies of those that contain information relevant to the recipients. This reduces paper usage and mailing costs. There are two types of carbon copies: official and unofficial. Official copies are sent to people who need to see them; unofficials are sent to anyone else who wants to receive them. If you are unsure about whether or not to send an unofficial copy, ask yourself if you would feel comfortable sending it to someone without your employer's consent. People may ask you why you sent them an unofficial copy of your letter. Formally, you would refer to the enclosed objects in the body of your letter by (enclosed), and then, at the conclusion, you would write "Enclosures (x)" where x is the number of enclosures.

As a result, you'd write... my ID card (enclosed). But most people simply say "the id card" or "the card". If it's important that they know it's an ID card, you can say this in a footnote or some other part of the letter where it won't interrupt the flow of the rest of the letter. Some people might object that saying "the card" makes the item not important enough to deserve individual attention. But unless you have something else to say about the card, this isn't really an issue. Most people will understand that you want them to look at the card, and even if some don't, most will still respect your decision not to drag things out with extra comments. Also note that many people think that mentioning specific items in a letter means that you want them returned. This is not true. If you want someone to return something to you, you should say so explicitly either in the letter or in a follow-up email. Otherwise, they may keep it without realizing what they're doing until it's too late (or worse, give it to someone else!). This resource is organized in the order in which you should write a business letter, starting with the sender's address if the letter is not written on letterhead. Sender's Address The sender's address usually is included in letterhead. If you are not using letterhead, include the sender's address at the top of the letter one line above the date. Do not write the sender's name or title, as it is included in the letter's closing.



Include only the street address, city, and zip code. Date The date line is used to indicate the date the letter was written. However, if your letter is completed over a number of days, use the date it was finished in the date line. When writing to companies within the United States, use the American date format. (The United States-based convention for formatting a date places the month before the day. For example: June 11, 2001.) Write out the month, day and year two inches from the top of the page. Depending which format you are using for your letter, either left justify the date or tab to the center point and type the date. In the latter case, include the sender's address in letterhead, rather than left-justified. Inside Address The inside address is the recipient's address. It is always best to write to a specific individual at the firm to which you are writing. If you do not have the person's name, do some research by calling the company or speaking with employees from the company. Include a personal title such as Ms., Mrs., Mr., or Dr. Follow a woman's preference in being addressed as Miss, Mrs., or Ms. If you are unsure of a woman's preference in being addressed, use Ms. If there is a possibility that the person to whom you are writing is a Dr. or has some other title, use that title. Usually, people will not mind being addressed by a higher title than they actually possess. To write the address, use the U.S. Post Office Format. For international addresses, type the name of the country in all-capital letters on the last line. The inside address begins one line below the date. It should be left justified, no matter which format you are using. Salutation Use the same name as the inside address, including the personal title.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION IX  
75 Hawthorne Street  
San Francisco, CA 94105

March 8, 2007

Tom Howard  
Acting Executive Director  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, CA 95812

Dear Mr. Howard:

EPA received California's Clean Water Act Section 303(d) List of Water Quality Limited Segments for 2004-2006 on November 24, 2006. On November 30, 2006, we approved the State's inclusion of waters and pollutants identified on the three-part Section 303(d) list with the exception of Walmar Creek toxicity. I am pleased to acknowledge the State and EPA agreed on more than 99% of the State's assessment determinations.

As indicated in my November 30 letter, we reviewed the State's assessment of waters and pollutants not included on the State's list, including coastal beaches the State Board identified as particularly appropriate for further review. We completed our review and are acting today to partially disapprove the State's submittal due to the omission of several water bodies and associated pollutants that meet federal listing requirements. The water bodies and associated pollutants that we are adding to the State's 2004-2006 list of water quality limited segments are identified in the enclosed tables. Our rationale for adding the water bodies and pollutants is described in Enclosure 1.

We will now solicit public comments on the additions to the State's 303(d) list as identified in Tables 1 and 2. We will provide a responsiveness summary for comments received on these additions as well as how we considered public comment in the final assessment decisions. We will transmit our final decisions regarding these waters added to the State's 2004-2006 303(d) list for incorporation in the State's water quality management plan.

If you wish to discuss this, please call me at (415) 972-3572 or call Peter Kozelka at (415) 972-3448. We would be pleased to brief you and Board members, if you wish, on this matter.

Sincerely yours,

/signed/

Alexis Strauss  
Director, Water Division

Enclosures  
cc: SWRCB members

If you know the person and typically address them by their first name, it is acceptable to use only the first name in the salutation (for example: Dear Lucy). In all other cases, however, use the personal title and last/family name followed by a colon. Leave one line blank after the salutation. If you don't know a reader's gender, use a nonsexual salutation, such as their job title followed by the receiver's name. It is also acceptable to use the full name in a salutation if you cannot determine gender. For example, you might write Dear Chris Harmon: if you were unsure of Chris's gender. Body For block and modified block formats, single space and left justify each paragraph within the body of the letter. Leave a blank line between each paragraph.



337 Main Street, c/o your address  
Troy, New York 12180

June 25, 2008 (date of letter)

Ms. Anne Jones  
Senior Staff Recruiter  
XYZ Corporation  
123 8th Avenue  
Anytown, Anystate 01023

Dear Ms. Jones:

**<INTRODUCTION>**  
Opening Paragraph: Use a catchy or clever opening statement while maintaining a professional tone. Explain the reason you are writing. Name the position you are applying for, or the type of work you are seeking. Briefly explain your background and why you are interested in the position. (If you are writing a cover letter, contact a company website on the Internet, a professional journal or newspaper). Stimulate interest in your resume; give the reader a reason to read on.

**<BODY>**  
Middle Paragraph(s): Develop your message. The purpose of the section is to strengthen your resume by providing specific information and experience. If you have a "Background Summary" paragraph, summarize relevant education/experience. If you are a recent graduate, explain how your academic background has prepared you for the position. If you are a professional, explain how your previous work experience paragraph to demonstrate your ability to add value and to highlight your strengths. For example, if you have experience in a particular area, explain how that experience has prepared you for the position. Your resume will make you an asset to the organization. Indicate why you are interested in the position or the organization. If you are writing a cover letter, explain why you are interested in the position and how your resume summarizes your qualifications, training and experience.

**<CLOSING>**  
Closing Paragraph: Request a personal interview and indicate your flexibility as to the time and place. Include your telephone number and address. Encourage the reader to contact you if they have any questions or if the reader when you will call to follow-up if you are able to do so. Thank the reader for taking the time to consider your application.

Sincerely, <signing>

<sign your name here>

Mary T. Applicant <type your name>

Enclosure <enclosure notation>

When writing a business letter, be careful to remember that conciseness is very important. In the first paragraph, consider a friendly opening and then a statement of the main point. The next paragraph should begin justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action. Closing The closing begins at the same vertical point as your date and one line after the last body paragraph. Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender's name for a signature. If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing. Enclosures If you have enclosed any documents along with the letter, such as a resume, you indicate this simply by typing Enclosures below the closing. As an option, you may list the name of each document you are including in the envelope. For instance, if you have included many documents and need to ensure that the recipient is aware of each document, it may be a good idea to list the names. Typist initials Typist initials are used to indicate the person who typed the letter. If you typed the letter yourself, omit the typist initials. A Note About Format and Font Block Format When writing business letters, you must pay special attention to the format and font used. The most common layout of a business letter is known as block format. Using this format, the entire letter is left justified and single spaced except for a double space between paragraphs. Modified Block Another widely utilized format is known as modified block format. In this type, the body of the letter and the sender's and recipient's addresses are left justified and single-spaced. However, for the date and closing, tab to the center point and begin to type. Semi-Block The final, and least used, style is semi-block. It is much like the modified block style except that each paragraph is indented instead of left justified. Keep in mind that different organizations have different format requirements for their professional communication. While the examples provided by the OWL contain common elements for the basic business letter (genre expectations), the format of your business letter may need to be flexible to reflect variables like letterheads and templates. Our examples are merely guides. If your computer is equipped with Microsoft Office 2000, the Letter Wizard can be used to take much of the guesswork out of formatting business letters. To access the Letter Wizard, click on the Tools menu and then choose Letter Wizard. The Wizard will present the three styles mentioned here and input the date, sender address and recipient address into the selected format. Letter Wizard should only be used if you have a basic understanding of how to write a business letter. Its templates are not applicable in every setting. Therefore, you should consult a business writing handbook if you have any questions or doubt the accuracy of the Letter Wizard. Font Another important factor in the readability of a letter is the font. The generally accepted font is Times New Roman, size 12, although other fonts such as Arial may be used. When choosing a font, always consider your audience. If you are writing to a conservative company, you may want to use Times New Roman. However, if you are writing to a more liberal company, you have a little more freedom when choosing fonts. Punctuation Punctuation after the salutation and closing - use a colon (:) after the salutation (never a comma) and a comma (,) after the closing. For this style, punctuation is excluded after the salutation and the closing. How to Format a Business Letter...

**Sample "DRAFT" Letter Format**

There are multiple senators for your state. Please contact your state's senator or call the State of Michigan in Lansing (517) 373-1837 or (313) 256-1837 for further assistance.

There are multiple representatives for your state. Please contact your state's representative or call the State of Michigan in Lansing (517) 373-1837 or (313) 256-1837 for further assistance.

Write letter on your personal letterhead

May 10, 2008

Senator Representative ( )

Lansing, Michigan 48909

Dear Senator Representative:

I am writing to you to support SB201845408, which would provide licensure for qualified Dietitians and Nutritionists practicing in Michigan. Nationwide 44 states currently have legal recognition of Dietitians and Nutritionists. Bottom line, costs have not risen in states, which have

As key providers of professional nutritional services, dietitians and nutritionists work in setting across the state where professional standards are in place for regulating nutritional information and access to services. Michigan is one of the few states that does not have professional standards. This lack is the ability to proactively monitor and implement corrective action to protect the public from substandard nutritional services. Michigan is one of the few states that do not have professional standards. Dietitians and Nutritionists practicing in Michigan. Nationwide 44 states currently have legal recognition of Dietitians and Nutritionists. Bottom line, costs have not risen in states, which have

not illegal.

Our state faces many health hurdles including one of the highest percentages of obesity in the nation. Michigan's death rates due to heart disease and diabetes are considerably higher than the national standards. Let's remove one of the obstacles that hinder public access to reliable nutritional information and services. Please support SB201845408. You can find the bill in the form of a bill and services and more information.

Support SB201845408 for Michigan residents and make Michigan nutrition professionals' part of the solution to the obesity problem dietitians and nutritionists. Take the step today. A vote for

this bill is good for the health of Michigan.

Sincerely,  
(Signature)

Jane Doe  
Title, company

cc: Representative Vander Veen  
Senator ( )

Lee McDonough, President, Michigan Dietetic Association

How to Write Enclosures at the... How to Format for Block Letters How to Indicate Enclosures in a... Business Letter Abbreviations How to Cite an Attachment in a... Personal Business Letter Example How to Format a Two-Page Business... Letter Etiquette to Multiple Addressees How to Address Two People in a... How to End a Business Letter in... How to End a Formal Thank You Letter How to End a Professional Letter... How to Address a Letter to Multiple... Attachment Vs. Enclosure for a... How to Write a Business Reply Letter